

# SIF/CDIF Data Entry Assistant 2000 Software User's Guide

California Department of Education  
Educational Demographics Office



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## **Preparing to Use SIF/CDIF**

### **Foreword**

The California Basic Educational Data System (CBEDS) is a single annual collection of data about school staff and enrollment. Its purpose is to satisfy the Department's continuing needs for information necessary for reporting, program management, and planning. The system is designed to allow the data to be combined in many ways to serve various purposes and to reduce the number of information collections made by the Department.

This *Administrative Manual for CBEDS Coordinators and School Principals* is provided as a guide for conducting data collection activities for CBEDS in schools, districts, and offices of county superintendents of schools. The California Department of Education is responsible for the administration and management of CBEDS. This function is now under the direction of the Educational Demographics Unit.

National Computer Systems collects data for CBEDS through a contract with the Department of Education. The Department of Education conducts the data analysis of CBEDS and is responsible for maintaining the basic data.

**Questions about distribution, collection, or packaging of materials should be directed to the CBEDS Coordinator, National Computer Systems, (800) 627-7990 x805.**

**To secure additional materials, contact the County CBEDS Coordinator in the appropriate office of the county superintendent of schools.**

**Questions about the content of CBEDS should be directed to the California Department of Education, Educational Demographics Unit, (916) 327-0219.**

## Requirements

The SIF/CDIF software will only work on a personal computer running the Windows95/98/2000 or Windows NT operating system.

The SIF/CDIF is always installed on a hard disk. This provides for best performance and for the relatively large data files that SIF/CDIF must access.

The minimum PC required configuration is:

- IBM or compatible PC
- 80486 processor or higher
- Mouse
- CD-ROM Drive
- one diskette drive (3.5 inch high density)
- Windows 95/98, Windows NT, or Windows 2000
- 8MB RAM (16 MB recommended)
- VGA or higher resolution monitor
- Minimum 6 megabytes disk space

A printer is optional but will provide significant benefit in terms of printing reports and error summaries. A mouse may be used if present, but must be initiated when your computer is started.

## Installation

- Turn your computer on.
- Insert the supplied “CBEDS Software (2000)” CD-ROM in the CD drive. In the **Start** Menu select **RUN**. Type the following command.

D:\SINSTALL\SETUP {where D is the letter of your CD-ROM}

- Then click OK.
- Follow the instructions that appear on your screen. You will be asked to answer a number of questions regarding the installation. You can abort the installation by pressing the **Cancel** button when it is displayed and you may safely start the installation process again later.
- All of the software and data files are installed in a subdirectory. The default name for this directory is SIF00. You may choose another; although going with the default will make any future modifications easier.
- You will be kept informed as the installation proceeds.
- The first time you run the SIF software you will be asked to select your district. You may search for your district by typing the first few letters of your district name in the “**Search**” box or by navigating in the list of districts. Once your district is highlighted, press the “**Create SIFs**” button.

**Summary of Changes – SIF**

Section D (Enrollment in Selected High School Courses) Changed reporting instructions to include grades 7-12. Changed “Any other 3<sup>rd</sup> or 4<sup>th</sup> year advanced math” to “Other advanced math course.”

**Summary of Changes – CDIF**

Section C (Adult Education) – Adult education enrollment and graduate data will not be collected on CBEDS this year. However, counties/districts should continue to report the adult education staff data.

Section D (Service Learning/Community Service) Changed reporting instruction text.



# Quick Guide to SIF/CDIF

## **Introduction**

This document is intended to be a short explanation of the steps necessary to use the SIF-CDIF software.

Refer to the *CBEDS 2000 Administrative Manual* for detailed information on completing the forms. Refer to the *SIF/CDIF Software User's Guide 2000* which will be available on the CD-ROM in the \DOCS00 subdirectory in both MS-Word97 and Adobe Acrobat format.

## **Step 1: Instructions and forms**

Review the instructions and forms that were sent in the CBEDS 2000 packet.

## **Step 2: Install software**

To install the SIF-CDIF 2000 Software, follow the instructions on the inside of the CD-ROM cover.

## **Step 3: Gather SIF data**

Review the forms to determine which data you need from each school. Some school districts have the data available centrally, while other districts must collect it manually each year from the schools in the district. The way you use the SIF software will depend on how your district has the data available. Your options are:

### **(a.) Paper reports are available from each school**

You will need to ensure that all the data you need for each school are available on the paper reports. If some data are missing, you will need to collect it from the appropriate source.

### **(b.) Data are not available centrally and must be collected from each school.**

You may choose to request preprinted SIF forms or you may use the SIF software to print out a blank SIF form for each school. To do this, select "Form - Blank SIF" under the "Reports" menu. Then select the "Print" button.

The forms may then be distributed to each school with instructions to complete the form.

### **(c.) Data are available electronically at the district.**

If the data are available in an electronic format, the data may be imported into the SIF software without data entry. The data must be in the format specified by the software. The format is available in the DOCS00 directory on your CBEDS CD-ROM.

## **Step 4: Starting the Program**

Click on your Start Button on the bottom left hand side of the window, select programs, and select CBEDS SIF-CDIF-00 to start the SIF-CDIF program. The first time you open the program you will be prompted to enter the name of your district to enable the program to retrieve district records.

## **Step 5: Entering data**

- CDIF data entry

Select "Edit CDIF" under the "Edit" Menu. Enter data for each section by clicking on the appropriate tab and entering data on each of these screens. You can view any errors/warnings generated by exiting the "Edit CDIF" window and then by selecting "Remaining Errors/Warnings" under "Report" at the top of the window.

- SIF data entry for those districts that used Step 3(a.) or Step 3(b.) for SIF data collection

For each school, enter all data by selecting "Edit SIF" under the "Edit" Menu. You can sort by School or by CD code by clicking on the respective column header. To add a school click "Add". To delete a school, select the school and then click "Delete". To edit data for a school, click on the school name and then select the "Edit" button at the bottom of the Window. Enter data for each section by clicking on the appropriate tab and entering data on each of these screens. You can view any generated errors on the "Select School" screen by clicking on the "View Errors" button.

- SIF data entry for those districts that used Step 3(c.) for SIF data collection

If you have the SIF data available in electronic format, you must match the format to the published format for the data found in Appendix A of your SIF Software User's Guide (docs00\sifsoft.doc).

Use the "File", "Import data" option to load your existing data into the SIF-CDIF-00 program. If any preliminary errors have been identified which prevent loading the data, print out the error report and resolve the errors. Once all preliminary errors have been identified and corrected, load the data into the software.

#### **Step 6: Check data for errors**

Run the SIF and CDIF error reports by using the "Reports", "Remaining Errors/Warnings" options. If errors exist, print out the report and use the report to resolve the errors. You may also want to print the "Explanation of Errors" report by using the "Reports", "Documentation - Explanation of Errors" option. This report explains in more detail each edit check.

All "Errors" must be resolved before submitting the data. All "Warnings" should be reviewed. "Warnings" will **not** prevent data submission.

Use the "Edit CDIF" and "Edit SIF" options to correct identified errors.

#### **Step 7: Verify data and print reports**

You may wish to print out individual copies of the SIF reports to review for accuracy prior to submitting the data or print out summary reports.

#### **Step 8: Submit data**

Once all "Errors" have been resolved and "Warnings" have been reviewed, you are ready to submit your data. SIF data and CDIF data will be sent together using any of the three methods of data submission listed below.

The submission of data via Internet relies on an active Internet connection. Use the "File", "Submit data via Internet" option. Verify the "district contact/certification" information, and then click on the "Submit data" button. After the "Submit data (via Internet)" screen displays, click on the "Submit data" button.

If submitting your data via Internet is not possible, you may submit your data via diskette. Insert a blank diskette into your computer. Select "Submit data (via diskette)" under the "File" Menu. Once the data are saved, please refer to the instructions to submit the disk to National Computer Systems (found in the *CBEDS 2000 Administrative Manual*).

Note: If you cannot submit your data by Internet after three or four attempts, you may email your data (the file will appear similar to S0125041.int) to [kscheff@cde.ca.gov](mailto:kscheff@cde.ca.gov). You will receive confirmation of data receipt within five work days.

#### **Step 9: Backup data**

Once your data have been submitted you may wish to back-up your data to a floppy diskette for safekeeping by using the "backup" option that is available when you exit the SIF-CDIF-00 software.

We recommend that you keep the SIF-CDIF-00 software on your PC until July 2001 in case CDE staff have any questions or the data have not been correctly transmitted.

To remove the SIF-CDIF-00 software, select uninstall.

# Menu Functions

## File Menu

### File Pull Down Menu

Five functions are available from the **File** pull down menu.

Submit data (via Internet) – Used to submit completed SIF data to NCS using your Internet connection.

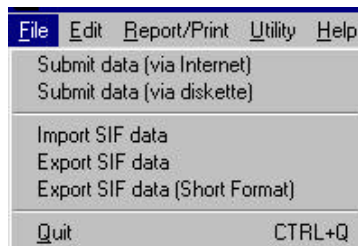
Submit data (via diskette) - Used to submit completed SIF data to NCS by writing data to diskette.

Import SIF data– Used to retrieve SIF data into the SIF Data Entry Assistant (DEA) application.

Export SIF data– Used to save SIF data for the district/selected schools to a file for use in other applications.

Export SIF data (short format) – Two separate files (one containing SIF sections A-F and the other containing sections G-K). These file formats were created to give schools and school districts smaller, more manageable files that can be viewed in other software. This option was not intended to be used as a backup for SIF data. To view file layout see Appendix I in the Help System.

Quit – Used to exit the SIF Data Entry Assistant and return to Windows95 desktop.



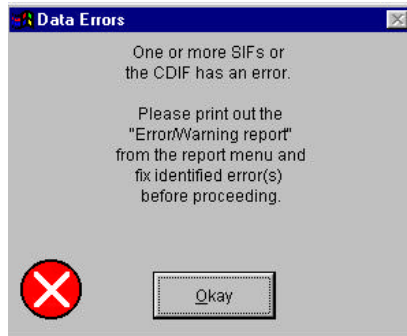
### Submit Data - Via Internet / Via diskette

When the SIF/CDIF data are submitted either through the “Submit data (via Internet)” or “Submit data (via diskette)” option, the following steps are taken:

- 1) The data are checked to make sure no errors are present. You cannot proceed until all errors are resolved. (See Submit data – Errors )
- 2) If there are any warnings remaining, a screen summarizing the warnings is presented. These warning should be checked and verified before proceeding. By entering the contact name and phone number, you are certifying that the data are correct. (See Submit Data – Warnings)
- 3) If you selected the “Submit data (via Internet)” option, you will see the “Internet Submission” screen. [See Submit Data (via Internet)] If you selected the “Submit data (via diskette)” option, you will see the “Create disk” screen. [See Submit data (via diskette)]
- 4) If you selected the “Submit data (via Internet)” option, you may print out a receipt showing the data and time your data were submitted. (See Submit data – Receipt)

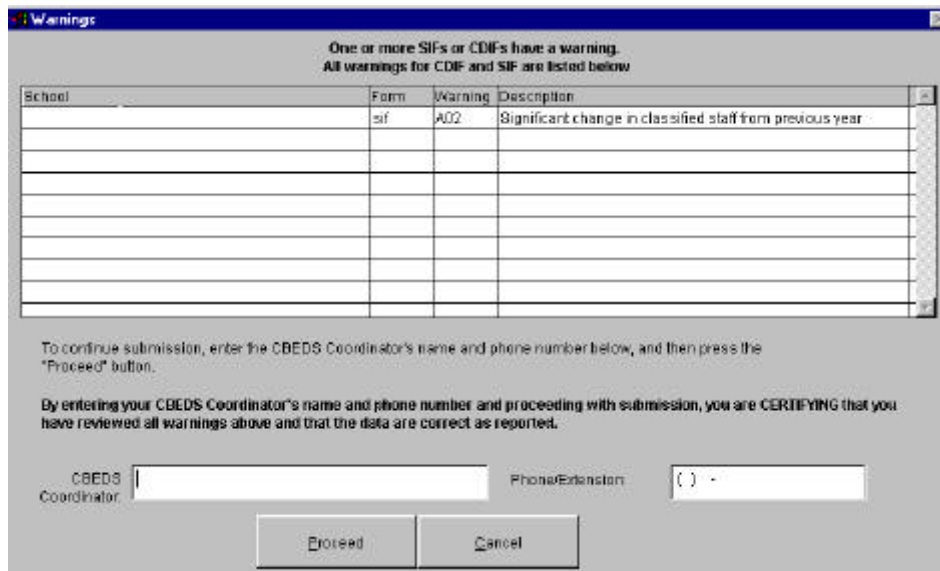
## Submission Error

This screen will appear when errors exist within the SIF or CDIF. The program will not allow you to submit the data until these errors are resolved.



## Submission Warning

This screen will appear when all errors have been resolved, but warnings still remain. Please verify that all the warnings have been checked and the data have been correctly entered. By entering your name and phone number you are verifying that you have checked the data. You will not be allowed to proceed with the data submission until you enter your name and phone number.

A Windows-style dialog box titled "Warnings" with a yellow warning icon in the top-left corner. The text inside reads: "One or more SIFs or CDIFs have a warning. All warnings for CDIF and SIF are listed below". Below this is a table with four columns: "School", "Form", "Warning", and "Description". The first row contains the text "sif", "A02", and "Significant change in classified staff from previous year". Below the table, the text reads: "To continue submission, enter the CBEDS Coordinator's name and phone number below, and then press the 'Proceed' button." followed by "By entering your CBEDS Coordinator's name and phone number and proceeding with submission, you are CERTIFYING that you have reviewed all warnings above and that the data are correct as reported." At the bottom, there are two input fields: "CBEDS Coordinator:" and "Phone/Extension:" with a dropdown menu showing "( ) -". Below these fields are two buttons: "Proceed" and "Cancel".

School	Form	Warning	Description
	sif	A02	Significant change in classified staff from previous year

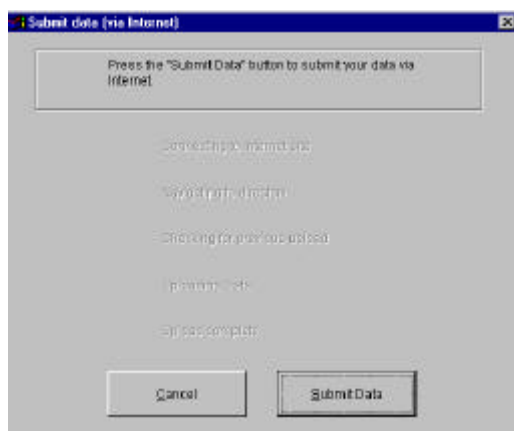
## Submit Data (Via Internet)

**WARNING: This function only works if you have an Internet connection.**

The role of this function is to submit your data to NCS for processing using your Internet connection. Upon selection, you are directed to wait while all SIFs are examined for possible errors. The other option available for submitting data is the Submit data (via diskette) menu option. Only **one** of these two options may be used to submit your data.

If any warnings are detected a submission warning form must be filled out. If any errors are detected you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the Error Report section) is very useful in resolving errors.

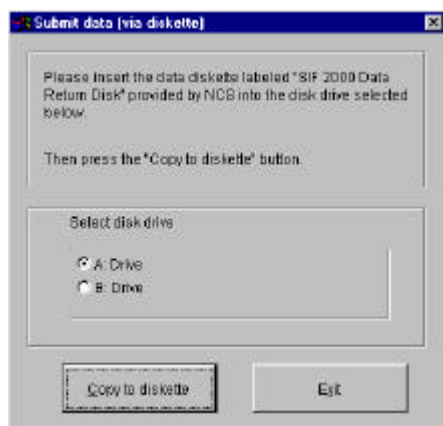
When your file is error free, you will see the following screen. Press the **Submit Data** button to begin the upload process.



### Submit Data (Via Diskette)

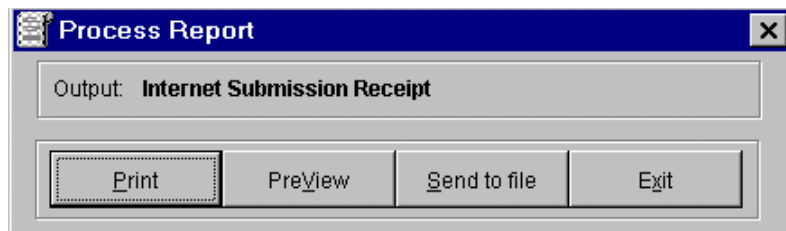
The role of this function is to prepare the necessary diskette to be returned to NCS for processing. Upon selection, you are directed to wait while all SIFs are examined for possible errors. The other option available for submitting data is the Submit data (via Internet) menu option. Only **one** of these two options may be used to submit your data.

If any warnings are detected a submission warning form must be filled out. If any errors are detected, you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the next section) is very useful in resolving errors. When your file is error free, you will be directed to place the green labeled SIF 00 RETURN DATA diskette provided by NCS into the disk drive. After placing the diskette in the selected drive, press the "Copy to diskette" button to begin the process.



### Submit Data - Receipt

This function is only available when the data are submitted via Internet. It allows the user to print out a report indicating the date and time the Internet submission occurred.



## Import SIF Data

This function is essentially the opposite of the **Export** function.

Input files are assumed to be in the proper format (see Appendix A). In other words, acceptable input to be used by the **Export** function would be essentially identical to that produced by the **Export** function.

### Choices to make on the Import Data Screen:

#### Import File Options

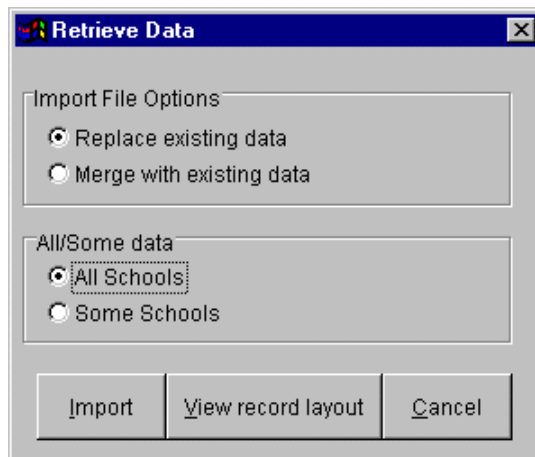
*Replace existing data* - If you want to replace the existing data and completely delete the existing SIF records, choose this option.

*Merge with existing data* – Use this option if you want to import data but only update the SIF records for the data in your incoming dataset. SIF records that do not have a matching district assigned identification number or last name/first name will not be modified.

#### All/Some Data

*All schools* – This will take all data from the incoming dataset.

*Some Schools* – This will read in the data from the incoming data set and present you with a pick list of schools that are included in the dataset. You may then select one or more schools that you wish to import.



**Retrieve Data**

Import File Options

☒ Replace existing data

☐ Merge with existing data

All/Some data

☒ All Schools

☐ Some Schools

Import View record layout Cancel

### Import SIF Data - Select School

Use this screen to select the specific school(s) you wish to import. You will be presented with a pick list of only those schools that are included in the import file. Select the school(s) you wish to import by clicking on them. If you wish to select more than one school use CTRL + Click or SHIFT + Click to select a range.

Retrieve - Select

Select schools that you wish to import

ABC SECONDARY (ALTER.)	19
ALOHA ELEMENTARY	19
ARTESIA HIGH	19
BRAGG ELEMENTARY	19
BURBANK (LUTHER) ELEMENTARY	19
CARMENITA MIDDLE	19
CARVER (CHARLES J.) ELEMENTARY	19
CERRITOS ELEMENTARY	19
CERRITOS HIGH	19
ELLIOTT (WILLIAM F.) ELEMENTAR	19
FEDDE (PHARIS F.) MIDDLE	19

Use Shift + Click to select range  
Use Ctrl + Click to select multiple schools

Import Cancel

### Import SIF Data - Verify

This screen is the last step in the “import data” process. Preliminary checks are run against the incoming data to verify that it is only one district and that it contains valid County-District-School codes. Any errors that will prevent the final import will be displayed on the screen. Please correct these errors on the original data file and import again if necessary.

You may also scroll through the data to verify that the columns follow the file format specifications.

If the data passes all preliminary data checks, press the “load data” button to proceed.

Retrieve - Verify

Import file layout

CDS code	Male-Am Ind	Female-Am Ind	Male-Asi
19642121930			
19642121930			
19642121931			
19642121931			
19642121933			
19642121995			
19642126000			
19642126010			
19642126010			

Data passes preliminary checks... Please browse the data to verify layout. When verified, press the "Load Data" button to finish import.

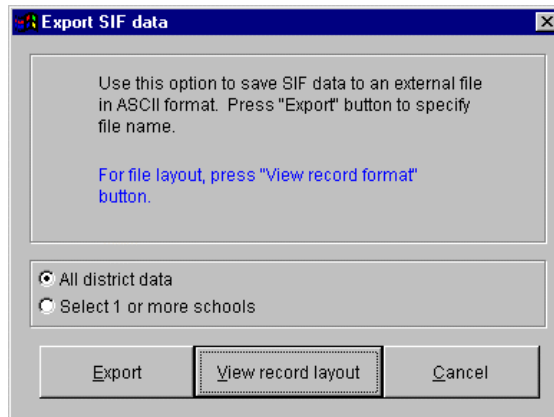
Load data View record layout Cancel



## Export SIF Data

This function provides a method for saving all of the available SIF data to a file, which may be used in other applications. In addition, a Cancel button is available to return to the main menu.

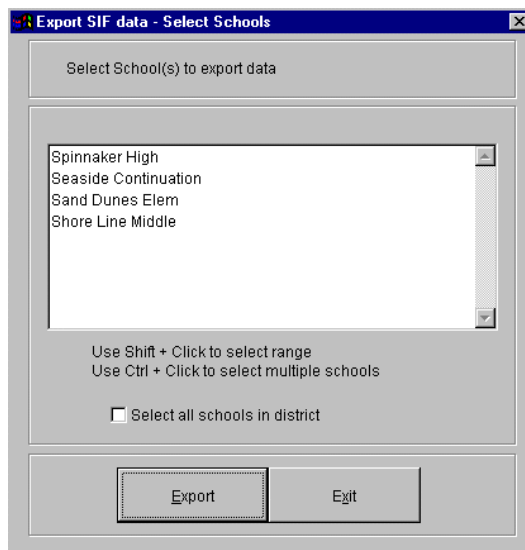
You may select which schools you wish to save to an ASCII file by pressing the “Select 1 or more schools” check. If you select this option, you will be presented with a display of all schools in the system and you may select one or more schools to save.



## Export SIF Data - Select School

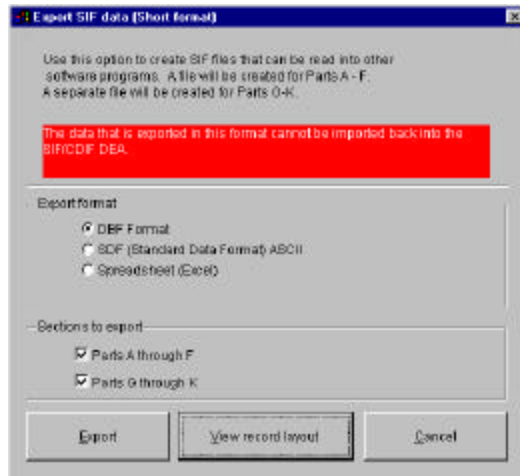
Use this screen to select the specific school(s) you wish to export. You will be presented with a pick list of all schools that are in the database. Select the school(s) you wish to export by clicking on them. If you wish to select more than one school use CTRL + Click or SHIFT + Click to select a range.

Press the “Export” button to complete the export process.



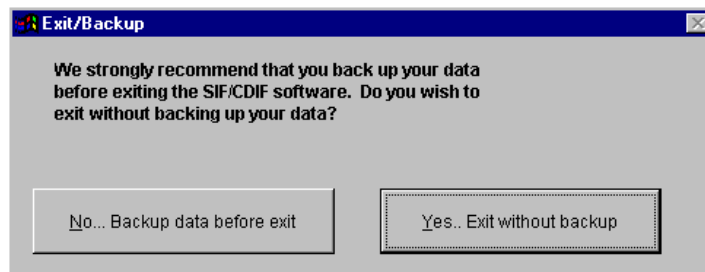
## Export SIF Data (Short Format)

This function provides a method for viewing SIF raw data in two more manageable files in comparison to the Export SIF Data option. See Appendix for file layout.



## Backup Data

Every time you exit the SIF/CDIF software you are provided with the opportunity to backup your data. You may backup your data on your hard drive or a floppy diskette. By backing up your data you are protecting yourself from losing valuable information. By backing up to a floppy diskette, you protect yourself from hard drive failure.

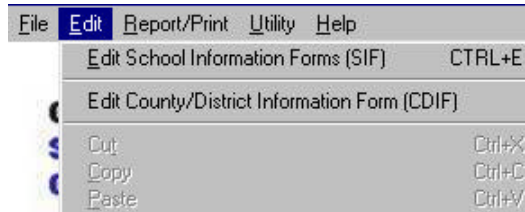


## Edit Menu

## Edit Pull Down Menu

Two functions are available from the EDIT pull down menu. One of the functions is used to edit SIF data and the other is used to edit CDIF data.

The Cut, Copy, and Paste options provide the default Win95 behavior while editing a text field.



## Edit School Information Forms (SIF)

### General Instructions - SIF

- Complete only one School Information Form for a school.
- Report data current as of Information Day.
- Obtain the principal's signature to certify that the data are accurate.
- Make a copy for the County Superintendent's Office as appropriate. Retain a photocopy for school files.

### Special Instructions

County Superintendents. Do not report data for students concurrently enrolled in a school district.

This menu allows you to select the school you wish to work on by using the search text box or by selecting the desired record directly on the list of schools. There are several buttons you may use to process the selected school.

The button options include:

**Edit SIF** - Used to update counts for selected school.

**Edit CDIF** – Used to update county and district records.

**View Errors SIF** – Used to view any warning/errors associated with selected SIF.

**View Errors CDIF** – Used to view any warning/errors associated with selected CDIF.

**Print SIF** – Used to print SIF Report for selected school.

**Print CDIF** – Used to print CDIF Report.

**Delete** – Used to delete selected school record.

**Add** - Used to add a new school record.

**Exit** – Used to return to Main Menu.

**Select SIF - District:**

Select sort order/Search by clicking on column header  
Select sort order and search field by clicking on the School or Code column heading.

Current order:  Search on School

School	Code	Error(s)	Warning(s)
COTTONWOOD ELEMENTARY	6109664		
DEL SUR SENIOR ELEMENTARY	6023568		
HILLVIEW MIDDLE	6110837		
LEONA VALLEY ELEMENTARY	6023576		
NEENACH ELEMENTARY	6110829		
QUARTZ HILL ELEMENTARY	6023584		
RANCHO VISTA ELEMENTARY	6108245		
SUNDOWN ELEMENTARY	6111520		
VALLEY VIEW ELEMENTARY	6023592		
WALKER (JOE) MIDDLE	6071690		

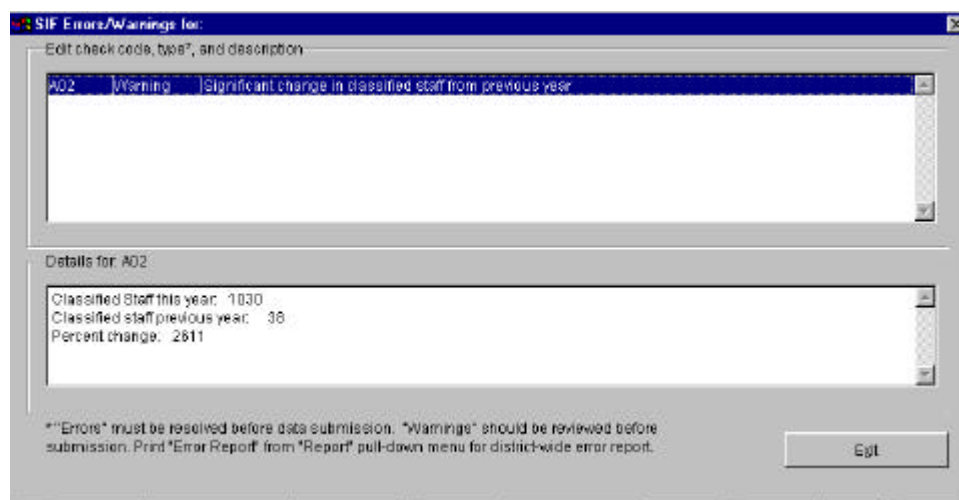
County/District Information Form (CDIF) School Information Form (SIF) for selected school

The SELECT SIF Screen allows you to search for a specific SIF in two ways, by school code and by school name. In order to search for a school you must first select the SORT ORDER you want to use for the search. To select the sort order, you must click on one of the two column headers: School or Code. Then you type character data into the "Search on School" text field. As you type text into this field, the box containing schools will automatically advance to the first school that meets your search criteria. You may also activate the grid and use arrow keys, page up/page down, and/or the scroll bar on the right hand side of the grid to locate a specific school. Once the school is selected, press the appropriate button to take the desired action.

Note the error column in the grid. If an "Error(s)" is in the "Error(s)" column, the school has one or more errors and/or warnings. The errors will need to be corrected before the data may be submitted.

## View Errors

This screen is used to display any errors associated with a particular SIF or CDIF record. All errors need to be resolved before SIF and CDIF data are submitted to NCS using Submit data (via diskette) or Submit data (via Internet). You may also want to use the Error Report option under the Report pull down menu to print out an error report, which includes all identified errors for all SIF records in the district. You may press the Exit button or press escape to return to the Select SIF screen.



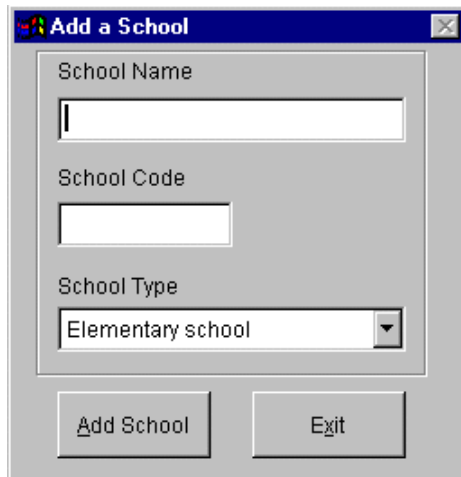
## Delete

Use this option to delete the selected school record.



## Add

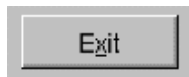
When this button option is selected the “Add SIF” screen is displayed. A minimum set of information for the school is collected on this screen including school name, school code, and type of school. You may select the type of school by using the drop down list. Press the “Exit” button when you have completed adding schools.



The image shows a Windows-style dialog box titled "Add a School". It contains three input fields: "School Name" (a text box), "School Code" (a text box), and "School Type" (a dropdown menu currently showing "Elementary school"). At the bottom of the dialog are two buttons: "Add School" and "Exit".

## Exit

This button will close the “Select SIF” screen and return you to the main menu.



## Classified Staff - Section A

This section is comprised of six rows, each separated into gender and ethnic group categories. The first section is used for entering full-time and part-time counts of paraprofessionals. The second section is used for entering full-time and part-time counts of office/clerical staff. The third section is used for entering full-time and part-time counts of other classified staff.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

Report, in whole numbers in lines 1-6 by type, gender, and racial/ethnic designation, the number of paid full-time and part-time classified staff as of Information Day. Do not report adult education, ROP, or children's center/preschool classified staff. Refer to the Glossary of Terms for definitions of "racial/ethnic designations," "paraprofessionals," and "other classified staff."

Report "paraprofessional", "office/clerical", and "other classified" staff members who work at a specific school site on the School Information Form. If the "paraprofessional" or "office/clerical" staff serve at more than one school, they should be reported only once on the School Information Form and at the school where they serve a majority of their time. If the "other classified" staff serve at more than one school, they should be reported on the County/District Information Form.

- **Single School Districts.** Report classified staff on the School Information Form only.

Section label	Male								Female								q-Tota
	a-Ind	b-Asn	c-PI	d-Fil	e-Hisp	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
01. Para Full	0																
02. Para Part									2	1			3		19	25	
03. Clerical Full															2	2	
04. Clerical Part															2	2	
05. Other Full					1		1									2	
06. Other Part																	

School Information Form (SIF)

Previous section Next section Exit

### Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Enrollment - Section B

This section is comprised of sixteen rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter K-12 enrollment, ungraded elementary, ungraded secondary, and adults.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

Section label	Male								Female								q-Tota
	a-Ind	b-Asn	c-Pl	d-Fil	e-Hisg	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-Pl	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
07. Kinder	1	2		1	11	4	20		1	2		1	10	2	25	80	
08. Grade 1		2			9	6	31		1	3	1		9	11	35	108	
09. Grade 2		1	4		1	9	7	40		2	1		2	17	12	128	
10. Grade 3		1	3			12	6	40		1	4	2	13	6	29	117	
11. Grade 4				1	1	12	2	48		1	3		2	19	10	153	
12. Grade 5			1	2	1	16	8	39		1	2		1	13	8	128	
13. Grade 6																	
14. Grade 7																	
15. Grade 8																	
16. Ungr Elem																	
17. Grade 9																	
18. Grade 10																	
19. Grade 11																	
20. Grade 12																	

Report in lines 7-22, by gender, grade level, and racial/ethnic designation, the current total unduplicated enrollment as of Information Day. Refer to the Glossary of Terms for “Grade 12,” “Ungraded Elementary,” and “Ungraded Secondary” definitions.

Report only those students enrolled in a school or program leading to a high school diploma or its equivalent.

Special education students who are mainstreamed into the regular school program should be reported in the grade appropriate to their level. Special day class students may be reported in either “Ungraded Elementary” or “Ungraded Secondary”, if it isn’t possible to report them in a grade level.

Adults who are enrolled in a K-12 program leading to a regular high school diploma are to be reported separately by gender and racial/ethnic designation on the “Adults in K-12 Programs” line. This count is of students 21 years of age or older, and students 19 years of age or older who have not been continuously enrolled in kindergarten or any of grades 1 to 12, inclusive, since their 18<sup>th</sup> birthday. This count should not include adults in independent study who are also enrolled in adult education, adults in correctional programs (inmates), or adults in special education.

### Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the “Select SIF” screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the “Select SIF” screen.

**Note:** In 640 x 480 screen resolution the ungraded secondary and adult rows will not display (as in the screen shot). To access these two rows you may use the vertical scroll bar on the right of the grid or you may use the arrow keys to move the cursor down into these rows.



## Graduates - Section C

This section is comprised of three rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter graduates, graduates completing all courses required for UC/CSU entrance, and graduates completing a vocational education sequence of courses.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

**Edit SIF -**

**C. Graduates (1999-2000)** Column: American Indian or Alaska Native

Section label	Male								Female								q-Tota
	a-Ind	b-Asn	c-PI	d-Fil	e-Hisp	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
24. Grads	0																
25. Grads-UC/CSU																	
26. Grads VOC																	

School Information Form (SIF) Previous section Next section Exit

## High School Graduates Instructions

### High School Graduates

In line 24 report, by gender and racial/ethnic designation, the number of twelfth-grade graduates who received a diploma in the 1999-00 school year. Do not include students with high school equivalencies (i.e. GED or CHSPE).

### High School Graduates Completing Courses Required for UC/CSU Entrance

In line 25 report, by gender and racial/ethnic designation, the number of students who:

- 1) graduated in 1999-00 or who graduated in the summer of 2000. (Note: Exclude students graduating on the basis of the California High School Proficiency Examination, those graduating from programs administered by a community college, and those graduates of Adult Education programs), and
- 2) completed all the courses required by UC/CSU and earned a "C" or better in each of the required courses.

The sequence of 15 courses required for UC admissions is known as the "a-f" requirements. Courses approved for your high school by the University of California to satisfy the "a-f" subject matter requirements must contain rigorous subject matter content as well as be academically challenging to ensure that the student attains essential critical thinking and study skills. The list of approved "a-f" courses is updated annually by the UC Office of the President based on information provided by each high school.

Both UC and CSU accept courses on the "a-f" list completed with a grade of C or better. In addition, CSU has a

visual and performing arts requirement. The chart on page 27 of the Administrative Manual gives a brief summary of the respective course requirements for UC and CSU admissions.

Line 25 is a subset of line 24. The number in each column in line 25 must be equal to or less than the number above it in line 24.

**High School Graduates Completing a Vocational Education Sequence of Courses.**

In line 26 report, by gender and racial/ethnic designation, the number of high school graduates who have also completed a vocational education sequence of courses.

In accordance with local district board policy, each district determines the number of vocational education courses that constitute a local vocational education sequence, the requirements for completion, and the minimum passing grade requirement. A vocational education sequence of courses, based on local policy, could include:

Courses commonly taught in Agriculture Education, Business Education (Marketing), Business Education (Office), Health Careers Education, Consumer and Homemaking Education, Home Economics-related Occupations, Industrial and Technology Education and Work Experience Education at the comprehensive high school;

Regional Occupational Centers/Programs (ROC/P), (a program whereby high quality vocational, technology, and occupational opportunities can be extended to existing high school vocational programs for students who are minimally 16 years old);

Community Classrooms (an instructional methodology which expands classroom instruction through unpaid on-the-job experiences);

Cooperative Vocational Education (an instructional methodology which correlates classroom instruction with paid on-the-job experience);

Work Experience Education (a program coordinated by school employees and including the employment of pupils in part-time jobs selected or approved as having educational value for them); and

Partnership Academies (a career-oriented program with the direct involvement of local employers to provide students with employable skills.)

**Buttons:**

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** – This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Courses - Section D

This section is comprised of four rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter enrollment in selected high school courses.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

**Edit SIF - Crest High (2222222)**

**D. Enroll. in Selected High School Courses - (gr. 7-12)** Column: American Indian or Alaska Native

Section label	Male								Female								
	a-Ind	b-Asi	c-PI	d-Fil	e-His	f-Blk	g-Wh	h-Mu	i-Ind	j-Asi	k-PI	l-Fil	m-His	n-Blk	o-Wh	p-Mu	q-T
27. Int Alg																	
28. Adv Math																	
29. Chemistry																	
30. Physics																	

**School Information Form (SIF)** Previous section Next section Exit

## Enrollment in Selected Courses

(Grades 7-12 only)

In line 27-30 report, by gender and racial/ethnic designation, the number of students enrolled in the listed courses on Information Day. If your district offers these courses at a different time of year, and the students have been pre-enrolled, include these students in this section. Students on block scheduling should not be reported more than once on each line.

Intermediate Algebra/Algebra II corresponds to Assignment Codes 2404 and 2408.

Other 3<sup>rd</sup>- or 4<sup>th</sup>-year advanced mathematics correspond to Assignment Codes 2406, 2407, 2409 through 2417, 2427, 2480, 2481, 2483, 2461, 2462 and 2463. Note: 2418 should be included if an advanced course content is offered.

Chemistry and Physics correspond to Assignment Codes 2607, 2613, 2671, 2672, 2673, 2661, 2662 only and not to advanced courses in these subject areas. Note: 2626, 2627, 2628, and 2629 should be included if introductory Chemistry or Physics is the primary content of the course.

## Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Vocational Education Enrollment - Section E

This section is comprised of one row, each separated into gender and racial/ethnic designation categories. The row is used to enter enrollment counts for vocational education.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

Section label	Male								Female								q-Tot
	a-Ind	b-Asn	c-Pl	d-Fil	e-His	f-Bik	g-Wht	h-Mult	i-Ind	j-Asn	k-Pl	l-Fil	m-His	n-Bik	o-Wht	p-Mult	
31. Voc Ed	0																

## Vocational Education Enrollment

(Grades 9-12 only)

In line 31 report, by gender and racial/ethnic designation, the number of students enrolled in one or more of the district-offered vocational education courses on Information Day. Count each student only once. If your district offers these courses at a different time of year, and the students have been pre-enrolled, include those students in this section. Do not include enrollment in ROC/P, even though such courses may be offered at the school site. These data will be used to meet federal reporting requirements, which are not to include ROC/P.

### Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Dropouts - Section F

This section is comprised of six rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter the number of dropouts for grades 7-12.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

F. Dropouts (1999-2000)																	Column: American Indian or Alaska Native
Section label	Male								Female								
	a-Ind	b-Asn	c-PI	d-Fil	e-Hisg	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wht	p-Mult	q-Tota
32. Drop Gr 7	0																
33. Drop Gr 8																	
34. Drop Gr 9																	
35. Drop Gr 10																	
36. Drop Gr 11																	
37. Drop Gr 12																	

School Information Form (SIF) Previous section Next section Exit

## Dropouts (1999-2000)

In lines 32-37 report the number of dropouts by gender and racial/ethnic designation. Refer to the Glossary of Terms for the definition of a dropout and further clarification.

Please pay special attention when recording the number of dropouts for grades 7 and 8. Although these data have been collected in the past, they have not typically been included in dropout reports. In the future, dropout data for grades 7 and 8 will be used more frequently.

## Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Alternative Education - Section G

This section is used to enter data for K-8 and 9-12 enrollment in alternative education.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

G. Alternative Education		
Types of Programs/Educational Options	Enrollment	
	K-8	9-12
1. Continuation classes (see definition)	0	0
2. Community/experience based	0	0
3. Opportunity	0	0
4. Magnet Program	0	0
5. Pregnant/parenting (see definition)	0	0
6. Independent Study (not adult)	0	0
7. Other	0	0
8. Number of graduates meeting high school requirements through Independent Study (1999-2000)		0

### Alternative Education

In lines 1-8 report the enrollment for each type of alternative education and the number of graduates meeting high school requirements through independent study. Refer to the Glossary of Terms for further instructions.

#### Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Technology - Section H

This section is used to enter data for technology usage.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

**Edit SIF -**

A B C D E F G **H** I J K Contact

**H. Technology**

1. How many computers does the school have that are used for instructionally-related purposes? If none, enter "0."

2. Of those computers in question number 1 above, how many have a CD-ROM? If none, enter "0." (Must be less than or equal to answer from question number 1 above.)  Check if unknown. ☐

3. How many classrooms have access to the Internet through at least one computer? If none, enter "0." (Must be less than or equal to answer from question number 1 above.)

4. Of those classrooms in question number 3 above, how many are connected to a Wide Area Network (WAN)? If none, enter "0." (Must be less than or equal to answer from question number 3 above.)  Check if unknown. ☐

**School Information Form (SIF)**

Previous section Next section Exit

### Computers Used for Instructionally-Related Purposes

In line 1 report the number of computers owned or leased by the school which are used for direct instruction, curriculum development, classroom management, preparation of instructional materials, or similar activities. The count should include computers used for instructionally-related purposes that may not be located at the school site (i.e., computers loaned to teachers or students for work at home or at other locations). If there are no computers, enter "0." If your school does not provide this count, we will assume the answer is "0."

In line 2 report the number of computers used for instructionally-related purposes that have a CD-ROM. This number is a subset of the prior count of computers used for instructionally-related purposes, and may never be larger than the prior count. If there are none, enter "0." Check the box indicating "unknown" if you cannot provide the data. If your school does not complete this question, we will assume the answer is "unknown."

### Internet Access

In line 3 report the number of classrooms or other instructional settings at the school (such as computer lab, library, or career center) with an Internet connection. This connection may include either:

- 1) access through a modem by dialing an Internet provider; or
- 2) access through a network of computers that has Internet access

Count each classroom, instructional setting, or computer lab only once, even if the classroom has more than one computer with Internet access. If there are no classrooms with Internet access, please enter "0." If your school does not provide this count, we will assume the answer is "0".

In line 4 report the number of classrooms with Internet access that are connected to a Wide Area Network (WAN). This number is a subset of the prior count of classrooms or other instructional settings at the school with an Internet connection, and may never be larger than the prior count. Refer to the Glossary of Terms for the definition of “Wide Area Network.” If there are none, enter “0.” Check the box indicating “unknown” if you cannot provide the data. If your school does not complete this question, we will assume the answer is “unknown.”

**Buttons:**

**Save and Exit** - This button will save any updates you have made and return you to the “Select SIF” screen.

**Cancel** – This button will CANCEL any updates you have made and return you to the “Select SIF” screen.

**Class Size Reduction - Section I**

This section is used to enter data for the class size reduction program.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the ALT + Section Letter (for example ALT + B for section B).

**Edit SIF -**

A B C D E F G H **I** J K Contact

**I. K-3 Class Size Reduction**

For each grade level, check the option(s) in which the school participates even if only some of the students at a grade level participate. If one grade level uses both Option 1 and Option 2, check both boxes. See Administrative Manual for definitions.

<b>Kindergarten</b>	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
<b>Grade 1</b>	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
<b>Grade 2</b>	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
<b>Grade 3</b>	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2

School Information Form (SIF)

Previous section Next section Exit

If your school participates in class size reduction, check the type of option(s) in which the school participates for grades kindergarten through grade 3. For each grade level, check the option(s) in which the school participates even if only some of the students at a grade level participate. If one grade level uses both option 1 and option 2, check both boxes.

**Buttons:**

**Save and Exit** - This button will save any updates you have made and return you to the “Select SIF” screen.

**Cancel** – This button will CANCEL any updates you have made and return you to the “Select SIF” screen.



## Educational Calendar - Section J

This section is used to enter data for the school's educational calendar.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

**Edit SIF - Crest High (2222222)**

A B C D E F G H I J K Contact

**J. Educational Calendar**

1. Check the type of calendar on which your school operates. A traditional calendar will be assumed if this section is not filled out.

☒ Traditional ☒ Single-track ☐ Multitrack

2. For single-track or multitrack only, check one of the year-round calendars listed below

☐ 60/20 ☐ Concept 6  
☒ 60/15 ☐ Modified Concept 6  
☐ 90/30 ☐ Custom Calendar  
☐ 45/15

School Information Form (SIF) Previous section Next section Exit

Report the type of calendar on which your school operates. Do not report both single-track and multi-track for a single school site. If any part of the school is year-round, check single-track or multi-track. If your school does not complete this section, we will assume that your school is on a traditional calendar. In the Glossary of Terms, refer to "Educational Calendar" for the definitions of single-track, multi-track, and the types of year-round calendars.

### Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Health Centers - Section K

This section is used to enter data for school-linked and school-based health centers.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

The screenshot shows a software window titled "Edit SIF". At the top, there is a row of tabs labeled A, B, C, D, E, F, G, H, I, J, K, and Contact. Tab K is currently selected. Below the tabs, the main area is titled "K. Health Centers". It contains two items, each with a checkbox and a number:

- 1. ☐ Check here if your school has a school-based health center (SBHC). See Administrative Manual for definition.
- 2. ☐ Check here if your school has a school-linked health center (SLHC). See Administrative Manual for definition.

At the bottom of the window, there is a label "School Information Form (SIF)" on the left, and three buttons: "Previous section", "Next section", and "Exit".

If your school has a school-based health center or a school-linked health center, check the appropriate box. If your school does not have a health center, leave the section blank. Many schools receive regular services from a credentialed school nurse. These services, on their own, do not qualify as either a school-based or school linked health center. Refer to the Glossary of Terms for further definitions.

### Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Contacts

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B).

The screenshot shows a window titled "Edit SIF -". At the top, there is a row of tabs labeled A, B, C, D, E, F, G, H, I, J, K, and a "Contact" tab. The "Contact" tab is currently selected. Below the tabs, the "Contact Information" section is displayed. It contains four text input fields arranged in a 2x2 grid: "Name of person completing form" (with a cursor), "Telephone" (containing "(555) 555-5555"), "Title", and "Extension". At the bottom of the window, there is a bar with the text "School Information Form (SIF)" on the left, and three buttons: "Previous section", "Next section", and "Exit".

### Buttons:

**Save and Exit** - This button will save any updates you have made and return you to the "Select SIF" screen.

**Cancel** - This button will CANCEL any updates you have made and return you to the "Select SIF" screen.

## Edit County/District Information Form (CDIF)

Use this selection to add/update data on the County/District Information Form. There are four buttons you may use to edit the data. Each of the sections of the form (Sections A – G) can be accessed through the tabs on the top of the data entry form.

### General Instructions

- Complete only one County/District Information Form.
- Report data current as of Information Day unless otherwise directed.
- The superintendent's signature certifies that the data are accurate.
- Make copies for the County Superintendent's Office and for your records as appropriate.
- Send the completed form to National Computer Systems.
- Refer to the CBEDS Coordinator's Checklist (page 17 of the Administrative Manual) for instructions for assembling and returning documents.

### Special Instructions

- County Offices. Report information only for students and staff in programs administered by the county office. Do not aggregate or duplicate district data.
- District Offices. Do not aggregate or duplicate information reported on a school report.

**Edit CDIF**

A B C D E F G Contact

**A. Number of Classified Staff**

Current Column: Male - American Indian or Alaska Native

Section label	Male								Female							
	a-Ind	b-Am-PI	c-Fl	e-His	f-Bk	g-Wh	h-Mult	i-Ind	j-Am-PI	k-Fl	m-His	n-Bk	o-Wh	p-Mult	q-Tot	
1. Parapro Full-T	0															
2. Parapro Part-T																
3. Office/Cler Full-T					1	3			1				16		21	
4. Office/Cler Part-T													2		2	
5. Other Classif Full-T		1			2	13			1				4		21	
6. Other Classif Part-T											4		26		30	

CDIF

Previous section Next section Save/Exit

The button options include:

**Previous section** – Used to return to the previous section(s).

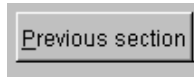
**Next section** - Used to advance to the next section(s).

**Save/Exit** - Used to save changes and return to Main Menu.

**Cancel/Exit** – Used to cancel changes and return to Main Menu.

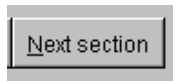
### **Previous Section**

This button will display the previous section of the form for you. If you are on the first section (Section A), the last section (Section G) will be displayed. You may also access this button through the shortcut ALT + N.



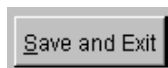
### **Next Section**

This button will display the next section of the form for you. If you are on the last section (Section G), the first section (Section A) will be displayed. You may also access this button through the shortcut ALT + P.



### **Save/Exit**

This button will save all the data changes that have been made to the entire CDIF form, close the CDIF data entry screen and return the user to the main menu. You may also access this button through the shortcut ALT + S.



## Classified Staff - Section A

This section is comprised of six rows, each separated into gender and racial/ethnic designation categories. The first section (rows 1 – 2 ) is used for entering full-time and part-time counts of paraprofessionals. The second section (rows 3 – 4 ) is used for entering full-time and part-time counts of office/clerical staff. The third section (rows 5 – 6) is used for entering full-time and part-time counts of other classified staff.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button. If you wish to cancel all data entry on the CDIF form, press the "Cancel/Exit" button.

Section label	Male								Female								q-Tot
	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
1. Parapro Full-T	0																
2. Parapro Part-T																	
3. Office/Cler Full-T						1	3		1					16			21
4. Office/Cler Part-T														2			2
5. Other Classif Full-T		1			2		13		1					4			21
6. Other Classif Part-T													4	26			30

Report in lines 1-6, by type, gender, and racial/ethnic designation, the number of full-time and part-time classified employees assigned to the district office or county office of education. Do not report adult education, ROP, or children's center/preschool classified staff. To be considered full-time, classified staff must work a minimum of six hours daily or not less than thirty hours a week. Refer to the Glossary of Terms for definitions of "racial/ethnic designation", "paraprofessional", and "other classified staff".

- Single school districts report all classified staff on the School Information Form.

## Gifted and Talented Education (GATE)- Section B

This section is comprised of sixteen cells, separated into gender and ethnic group categories. Enter the count of GATE students by gender and ethnicity. As you move from cell to cell, the “Total GATE students” cell is automatically recalculated.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the ALT + Section Letter (for example ALT + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button. If you wish to cancel all data entry on the CDIF form, press the “Cancel/Exit” button.

**School Information Form (SIF) 2000**  
File Edit Report/Print Utility Help

**Edit CDIF - Sand Dunes Unified (59-12345)**

**B. Gifted and Talented Education (GATE)**

Male Female

Amer. Ind./Alaska Native Pac. Asian Island. Hisp./Latino African American Mult./White NA

Total GATE students: 0

**CDIF** Previous section Next section Save/Exit

Record: 1/1 Record Unlocked

Report, by racial/ethnic designation, the numbers of pupils identified as gifted and talented in the district, regardless of whether or not these pupils are participating in the gifted and talented education (GATE) program (line 7 of the CDIF). Gifted and talented pupils who have transferred from another district and who have been identified by the receiving district as gifted and talented should be included in the count. Refer to the Glossary of Terms for the definition of “Gifted and Talented Education”.

## Adult Education - Section C

Adult education enrollment and adult graduate data will not be collected on CBEDS this year. Counties/districts should not complete rows 1-14. Since this decision was made too late to change the form, rows 1-14 have been shaded to indicate that these rows should not be completed. The SIF/CDIF software will not allow data to be entered on these rows.

However, counties/districts should continue to report the unduplicated count of full-time and part-time adult education certificated and classified employees by category in columns b and c of lines 15-18.

**Edit CDIF - Sand Dunes Unified (59-12345)**

A	B	C	D	E	F	G	Contact																		
<b>C. Adult Education (1999-2000)</b>																									
1. Elementary Basic Skills																									
2. High School Skills Training																									
3. English as a Second Language																									
4. Programs for Immigrants																									
5. Substantially Handicapped																									
6. Vocational Programs																									
7. Parent Education																									
8. Programs for Older Adults																									
9. Health and Safety Education																									
10. Home Economics Education																									
<b>11. Total Unduplicated Enrollment</b>																									
				12. Number of CalWORKS Students																					
				13. Enrollments in non-approved courses																					
				14. Number of adult students issued diplomas																					
				<table border="1"> <thead> <tr> <th></th> <th>No. Full-time</th> <th>No. Part-time</th> </tr> </thead> <tbody> <tr> <td><b>Adult Education Staff</b></td> <td></td> <td></td> </tr> <tr> <td>15. Adult Education Teachers</td> <td>2</td> <td></td> </tr> <tr> <td>16. Adult Ed. Pupil Services</td> <td></td> <td></td> </tr> <tr> <td>17. Adult Ed. Administrators</td> <td></td> <td></td> </tr> <tr> <td>18. Adult Ed. Classified Staff</td> <td></td> <td></td> </tr> </tbody> </table>					No. Full-time	No. Part-time	<b>Adult Education Staff</b>			15. Adult Education Teachers	2		16. Adult Ed. Pupil Services			17. Adult Ed. Administrators			18. Adult Ed. Classified Staff		
	No. Full-time	No. Part-time																							
<b>Adult Education Staff</b>																									
15. Adult Education Teachers	2																								
16. Adult Ed. Pupil Services																									
17. Adult Ed. Administrators																									
18. Adult Ed. Classified Staff																									

**CDIF**      Previous section      Next section      Save/Exit



## Service Learning/Community Service - Section D

Enter a “Y” for Yes or “N” for No, to indicate if your school has “service learning” or “community service”.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the ALT + Section Letter (for example ALT + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button. If you wish to cancel all data entry on the CDIF form, press the “Cancel/Exit” button.

**Edit CDIF -**

A   B   C   **D**   E   F   G   Contact

**D. Service Learning/Community Service**

Does the district have a school board policy that provides opportunities such that all students will participate in either of the following:

	Yes or No (Y/N)		Yes or No (Y/N)
Service Learning	<input type="checkbox"/>	Community Service	<input type="checkbox"/>

**CDIF**        

This section is to be completed by all school districts. Check the appropriate box to indicate if the district has a school board policy that provides opportunities such that all students will participate in service learning and/or community service. Refer to the Glossary of Terms for the definition of “service-learning” and “community service”.

## Teacher Shortage and Demand - Section E

Enter the estimated number of hires for the 2001-02 for each of the subject areas.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button. If you wish to cancel all data entry on the CDIF form, press the "Cancel/Exit" button.

E. Teacher Shortage and Demand			
Subject Areas	Estimated Number of Hires for 2001-02	Subject Areas	Estimated Number of Hires for 2001-02
1. Agriculture	0.0	10. Physical Education	2.0
2. Art	1.0	11. Physical Science	3.0
3. English / Drama	3.0	12. Reading	0.0
4. Business	0.0	13. Social Science	2.0
5. Foreign Lang	1.0	14. Trades	2.0
6. Home Econ	1.0	15. Special Education	7.0
7. Life Science	4.0	16. Bilingual Ed.	0.0
8. Mathematics	4.0	17. Self-contained	40.0
9. Music	1.0	18. Other	0.0

**CDIF**      Previous section      Next section      Save/Exit

Report the projected or estimated number of teachers to be hired for the 2001-2002 school year to fill new positions or vacated positions. A vacated position occurs if a teacher is expected to retire, resign, transfer, or begin a leave of absence. Do not include teachers expected to remain with the district in a new specialization.

Report information about classroom teaching positions and specialist positions, including those funded by local, state, or federal monies. Do not include administrative, guidance, media, library, health service, or non-certificated positions in "other specializations."

## High School Grad Req - Section F

Enter the high school graduation requirements for each of the subject areas. The “Total Units Needed for Graduation” will automatically be calculated. Also enter data into rows 14 – 19 as appropriate.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the ALT + Section Letter (for example ALT + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button. If you wish to cancel all data entry on the CDIF form, press the “Cancel/Exit” button.

F. High School Grad. Rqmts. (2000-2001)	
1. English	0.0
2. Visual and Performing Arts	0.0
3. Foreign Language	0.0
4. Foreign Lang or Visual Perf Arts	0.0
5. Health	0.0
6. History-Social Science	0.0
7. Mathematics	0.0
8. Physical Education	0.0
9. Science	0.0
10. Community Service	0.0
11. Electives	0.0
12. Other Requirements	0.0
<b>13. Total Units Needed for Graduation:</b>	<b>0.0</b>

14. A one year course equivalent to:	0.0
<b>Mathematics needed for graduation</b>	
15. Algebra I or Integrated Mathematics I (college preparatory)	0.0
16. Geometry or Integrated Mathematics II (college preparatory)	0.0
17. Algebra II or Integrated Mathematics III (college preparatory)	0.0
18. Probability and Statistics or Data Analysis	0.0
<b>Laboratory Science needed for graduation</b>	
19. Laboratory Science	0.0

**CDIF**      Previous section      Next section      Save/Exit

For your district’s 2001 graduates, report the minimum number units required in each subject, the total number of units needed for graduation in line 13, and the number of units in a one year course in line 14. In addition to the minimum graduation requirements, if your district’s graduation requirements include any of the specific mathematics and/or science subjects listed, report those units in the spaces provided.

## Student Interdistrict Transfer - Section G

Enter the number of Student Interdistrict transfers.

When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button. If you wish to cancel all data entry on the CDIF form, press the "Cancel/Exit" button.

The screenshot shows a software window titled "Edit CDIF - Sand Dunes Unified (59-12345)". At the top, there is a navigation bar with tabs labeled A, B, C, D, E, F, G, and Contact. Tab G is currently selected. The main content area is titled "G. Student Interdistrict Transfer" and contains the following text: "The districts receiving the interdistrict transfers should report the total number of students who are interdistrict transfers as of Information Day. If none, enter '0'. See Administrative Manual for definition." To the right of this text is a text input field. At the bottom of the window, there is a "CDIF" logo on the left and three buttons: "Previous section", "Next section", and "Save/Exit".

The district receiving the interdistrict transfers should report the total number of student interdistrict transfers from other California school districts as of October 4, 2000 (Information Day) regardless of the length of time the student has attended your district. Do not include student transfers from out-of-state school districts in Arizona, Oregon, and Nevada. Refer to the Glossary of Terms for further definitions.

## Contact

Enter the contact name, title, phone number, and extension.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the ALT + Section Letter (for example ALT + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button. If you wish to cancel all data entry on the CDIF form, press the "Cancel/Exit" button.

The screenshot shows a window titled "Edit CDIF -". It has a menu bar with options A, B, C, D, E, F, G, and a "Contact" button. Below the menu bar is a section titled "Contact Information". This section contains four input fields arranged in a 2x2 grid:

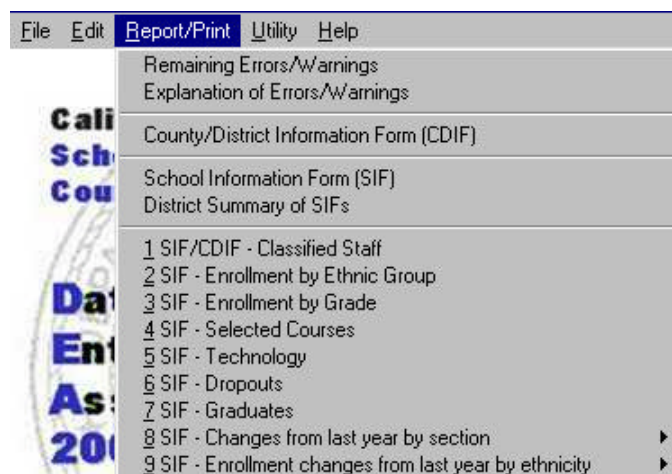
- Top-left: "Name of person completing form" with a text input field.
- Top-right: "Telephone" with a text input field containing "1 ) -".
- Bottom-left: "Title" with a text input field.
- Bottom-right: "Extension" with a text input field.

At the bottom of the window, there is a "CDIF" label on the left and three buttons: "Previous section", "Next section", and "Save/Exit".

## Report

### Report Pull Down Menu

The report pull-down menu has the following options.



### Remaining Errors/Warnings

This option is used to display a list of all schools with one or more Errors or Warnings. A brief explanation of each error/warning is also included. All errors must be resolved before data can be submitted to NCS.

When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.



### Explanation of Errors/Warnings

This option is used to display a list of all the error checks that are run against each SIF and CDIF record. There are two types of error checks, Errors and Warnings. Any errors will prevent the system from allowing you to submit your data. Warnings do not prevent the submission of data. The report includes the error title and more detailed information about how the error check is performed.

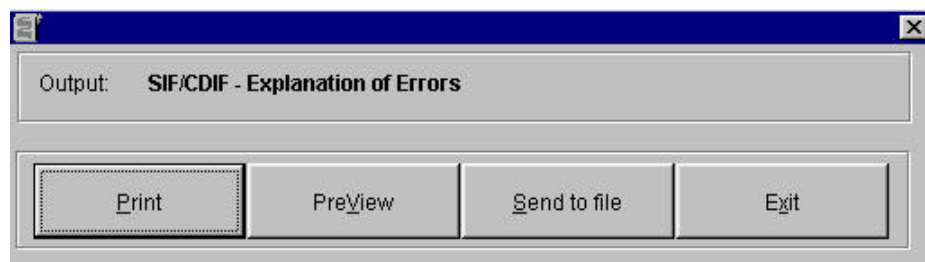
When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.



### County/District Information Form (CDIF)

This option is used to print a CDIF form

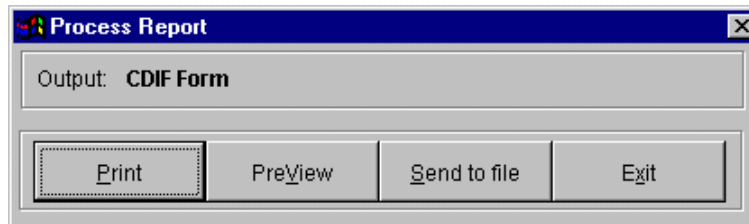
When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

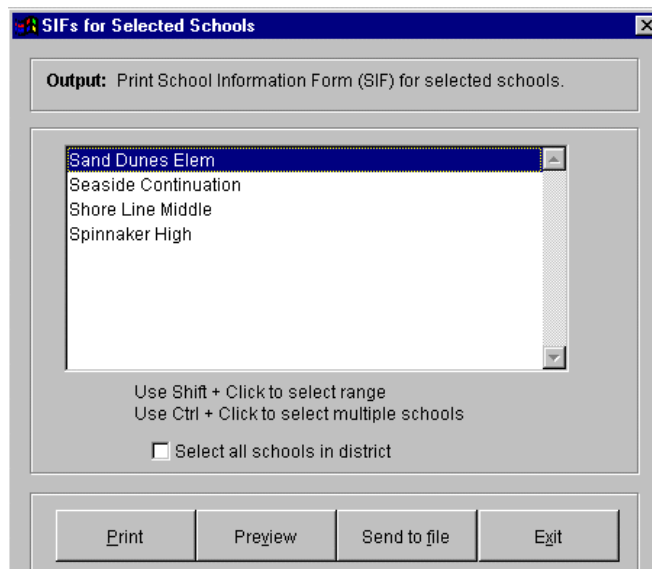
**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.



### School Information Form (SIF)

This option is used to print a SIF form for selected school records. When this option is selected, a screen listing all the schools in your district is displayed in school name order. You may select one school, a range of SIFs (using the mouse along with Shift + click), or multiple selections (using the mouse and CTRL + Click).



When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.

### **District Summary of SIFs**

This option is used to print a District Summary form that contains all the sections of the SIF with total counts for all schools aggregated to the district level.

When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.





### SIF/CDIF – Classified Staff

This option is used to print the total numbers of paraprofessional, clerical, and other classified staff in each school.

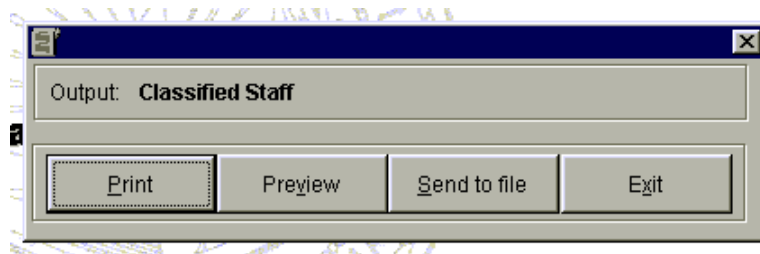
When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.



### SIF - Enrollment by Ethnic Group

This option is used to print an Enrollment by Ethnic Group report that includes a listing of each school in the district with total enrollment counts and percents for each school for each racial/ethnic designation.

When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.



### SIF - Enrollment by Grade

This option is used to print a report that includes the total number of students enrolled in each grade within each school.

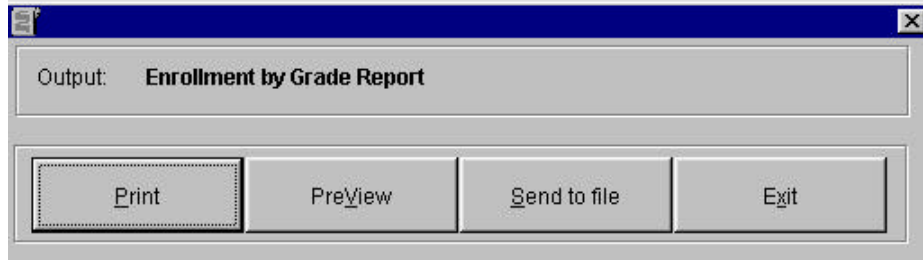
When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

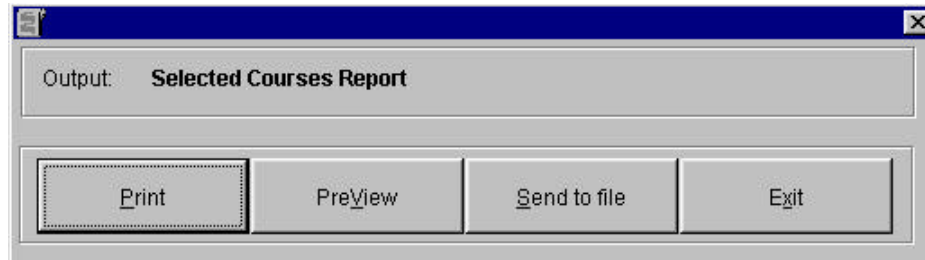
**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.



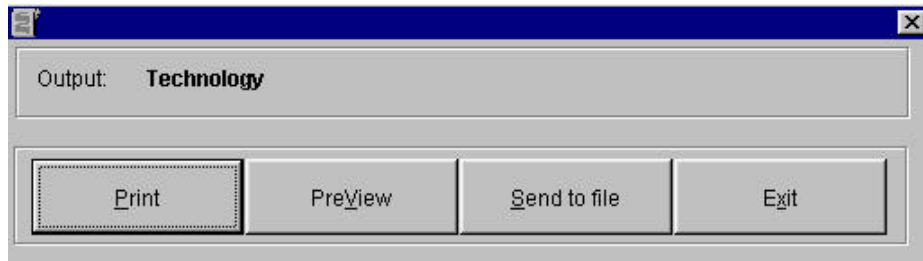
### SIF - Selected Courses

This option is used to print a report that lists the number of students, the percentage of change from previous year, and the percentage of 11<sup>th</sup> and 12<sup>th</sup> grade students enrolled in the following courses: Intermediate Algebra; Advanced Math; Chemistry 1<sup>st</sup> Year; and Physics – 1<sup>st</sup> Year.



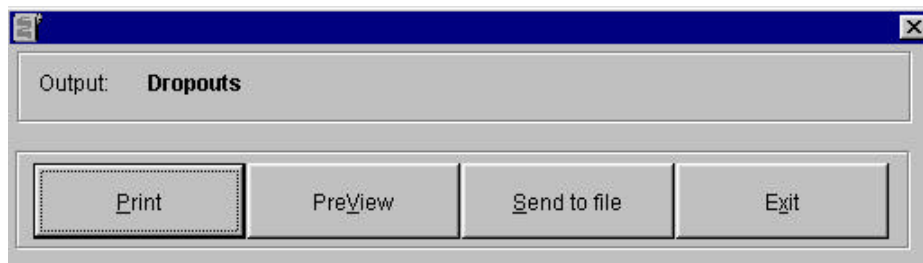
### SIF - Technology

This option is used to print a report that lists each school's enrollment, computers used for instruction, students per computer, computers with CD, students per computers with CD, classrooms with Internet connection, and classrooms with Internet connection and connected to WAN.



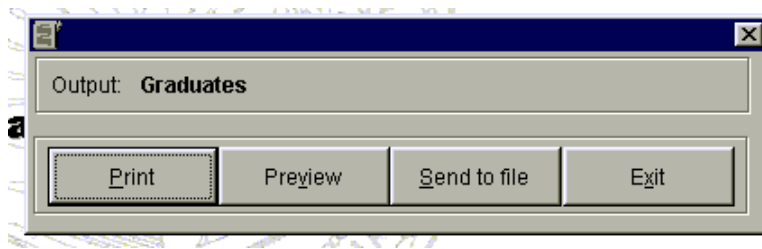
### SIF - Dropouts

This option is used to print a report that lists each school's enrollment and dropout totals as well as the 1 year and 4 year dropout rates.



## SIF - Graduates

This option is used to print a report that illustrates each school's previous year's 12<sup>th</sup> grade enrollment, number of graduates, graduates meeting UC/CSU requirements, and graduates completing a vocational sequence of courses.



## SIF Changes from Last Year by Section

Changes from last year to this year, by section, are available either at the district-level or school-level.

When you have made your selection(s) you have the option to:

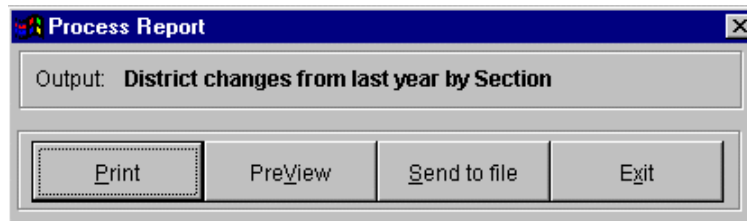
**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.

### District-level report:



**School-level report: (requires selection of one or more schools)**

**SIFs for Selected Schools**

**Output:** School-level Summary of Changes for SIF Sections

Sand Dunes Elem  
Seaside Continuation  
Shore Line Middle  
Spinnaker High

Use Shift + Click to select range  
Use Ctrl + Click to select multiple schools

☐ Select all schools in district

Print Preview Send to file Exit

**SIF Enrollment Changes from Last Year by Ethnicity**

A comparison of enrollment changes from last year to this year, by racial/ethnic designation, is available either at the district-level or school-level.

When you have made your selection(s) you have the option to:

**Print** – Send form to printer.

**Preview** – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

**Exit** – Return to main menu.

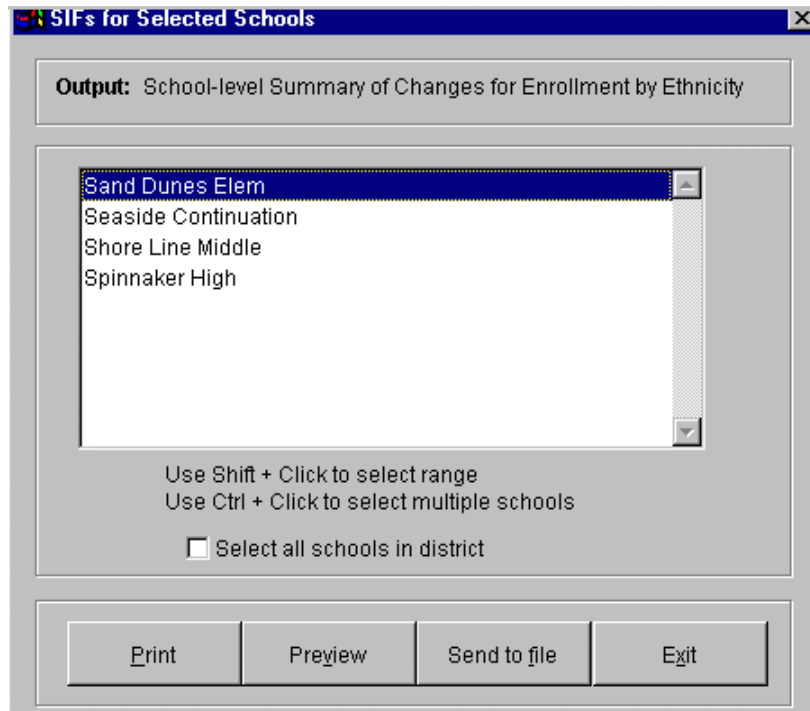
**District-level report:**

**Process Report**

**Output:** District Enrollment changes from last year by Ethnicity

Print Preview Send to file Exit

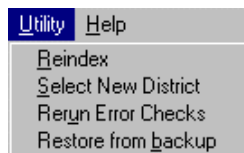
**School-level report: (requires selection of one or more schools)**



**Utility**

**Utility Pull Down Menu**

The utility pull-down menu has the following options.

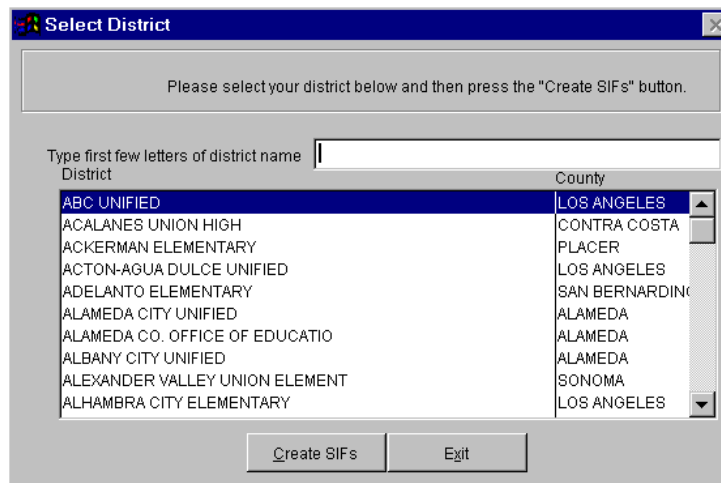
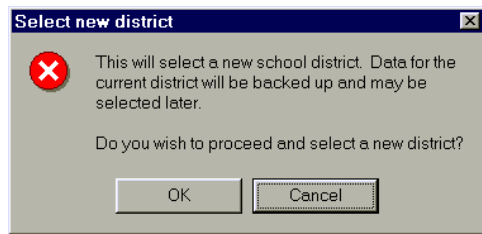


**Reindex**

This option will rebuild index files that are used by the SIF/CDIF software to sort the data that have been entered. You will not usually need to use this option as index files are only rarely corrupted.

## Select New District

This option will allow you select a different district than the one you originally selected. If you use this option, the data for the current data will be backed up and will be available the next time you use the “Select new district” option.

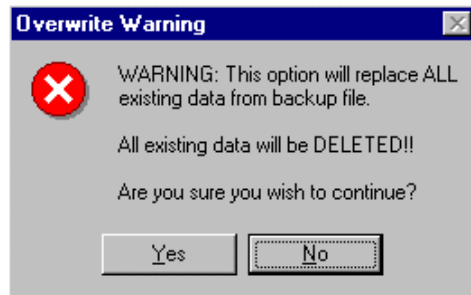


## Rerun Error Checks

This option will erase all the errors and re-run all the error checks. You will not usually need to use this option as the errors are maintained through normal update process.

## Restore from Backup

This option allows the user to restore a file that was created when the user left the program and chose to back up the data files. The data that was saved during backup are in a slightly different format than the “Export” option and also includes the CDIF data.



## Help Pull-down Menu

Three functions are available from the **Help** pull down menu.

These options include:

**About** – Displays a window that shows the version and release date of the SIF software.

**Topics** – Starts the SIF help system and displays help topics.

**Phone numbers** – Displays a window that contains the telephone number and hours available for the NCS user services desk.

**www Educational Demographics** – Connects you to the California Department of Education - Demographics Office Homepage.

**www CBEDS Software** – Connects you to the CBEDS Coordinators web page.





# Glossary of Terms

## Administrative Employee

An administrative employee is defined as an employee of the district in a position requiring certification but who is not required to provide direct instruction to pupils or direct services to pupils (services such as those provided by a pupil services employee E.C. 41401). This does not include mentor teachers who are to be reported as teachers (E.C. 44496, AB 70, Chapter 1302, 1983 Statute).

## Advanced Placement

Advanced Placement (AP) is a program that allows high school students to complete college level coursework. The College Board, sponsor of the program, provides a variety of courses in history, language, science, mathematics, music, and art. Colleges participating in the program may grant college credit or appropriate placement to students who pass the AP examination.

## Alternative Education

“Alternative education” is a course of study prescribed by the Education Code, which is different from and is an alternative to conventional or regular instruction (see E. C. § 51225.3 (b)). For the district, it may be mandated (as with a continuation high school) or optional (as with a “magnet,” independent study option, or a partnership academy). For pupils and teachers in an alternative school or program established under the Education Code provisions for alternatives (see E.C. § 58500-58512) participation is always voluntary.

For some other educational alternatives, including continuation and opportunity education, pupil and teacher participation may be involuntary. Alternative education is essentially an alternative to regular schooling. Students may be engaged in more than one alternative concurrently.

The categories within which students in alternative educational programs are to be reported on the School Information Form are discussed below:

“Continuation Classes” are classes, which meet the mandate for continuation education. These classes are maintained for students enrolled in the comprehensive high school or a continuation high school.

“Community/experience based,” means any instructional program that is based in the community, including community service, internship, city (or community) as school, school without walls, and experience or field-based education. Do not include community day schools.

“Opportunity” means an instructional program for pupils-at-risk, with specialized curriculum, counseling, and psychological services for rehabilitation purposes that is not a permanent alternative to regular education. It is typically provided in one classroom with one or more teachers. See E.C. § 48630-48637.

“Magnet” means any program or school within a school designed to attract students away from their school of residence. A magnet school/program is established and operates on the basis of a particular curriculum theme and/or a particular instructional mode or structure, and may or may not be intended for achieving racial balance.

“Pregnancy/Parenting” refers to the total number of identified pregnant/parenting female and expectant/parenting male pupils who receive specialized services (child care, classes, counseling, case management, etc.) through the school or program in which they are enrolled. Count each student only once.

“Independent study” means an alternative to classroom instruction consistent with the district’s course of study, engaged in voluntarily by the pupil in accordance with the terms and conditions of a written agreement as required by § E.C. 51745-51749.3. The pupils’ study is always under the general supervision of a certificated district teacher.

“Other” means all alternative programs or educational options not encompassed by the preceding categories.

“Other” would not include Community Day Schools (E.C. § 48660) since these are separate schools and not programs offered as part of another school. Each Community Day School should have its own CDS code and be reported on its own School Information Form.

“Number of graduates meeting high school requirements through Independent Study” is for reporting the number of students who were engaged in independent study and who either graduated from high school or successfully completed a high school equivalency exam (i.e., GED or CHSPE) during the prior school year. If any of these graduates received a regular high school diploma, they should also be counted on the SIF in Section C, line 24.

### **Class Size Reduction**

If a district implements Option 1 there is one certified teacher for each K-3 class of 20 or fewer students assigned to a separate, self-contained classroom. Students are assigned to this class for the substantial majority of the school day.

If a district implements Option 2 there is one certified teacher for each K-3 class of 20 or fewer students for half of the instructional minutes per day. Reading and mathematics, as a minimum, must be provided during the minutes of reduced size classes.

### **Classified Employee**

A classified employee is defined as an employee of a school district, employed in a position not requiring certification qualifications. In addition to the paraprofessionals and office/clerical staff, “other classified staff” may include custodians, food service staff, bus drivers, business managers, or staff below the level of assistant and deputy superintendents who hold positions not requiring credentials. For CBEDS reporting, do not include preschool, adult education, or ROP classified employees.

County/District offices may use different time periods to qualify employees as full-time. However, for CBEDS reporting, a staff member must work a minimum 30 hours per week to be given full-time status.

### **Community Service**

Community Service means volunteering done in the community. The terms “community service” and “service-learning” are sometimes used interchangeably, but they are distinct concepts. See the definition of “Service-Learning” for further reference.

### **Dropouts**

The California Department of Education defines a dropout for the CBEDS data collection as a person who meets the following criteria:

- was formerly enrolled in grades 7, 8, 9, 10, 11, or 12
- has left school for 45 consecutive school days and has not enrolled in another public or private educational institution or school program
- has not re-enrolled in the school
- has not received a high school diploma or its equivalent
- was under twenty-one years of age
- was formerly enrolled in a school or program leading to a high school diploma or its equivalent

Districts must consider students as potential dropouts, if their 45<sup>th</sup> day of consecutive non-attendance occurred between the opening day of school in the fall of 1999 and the closing day of school in the spring of 2000. For CBEDS reporting, these students are to be officially reported as dropouts if they have not returned to school by Information Day in October 2000. Thus, students who had left school for more than 45 days, but returned prior

to Information Day in 2000, are not to be reported as dropouts.

The Department maintains a policy regarding dropout verification, which accepts documentation other than transcripts as evidence that students, who have left school for more than 45 days, are enrolled in other institutions of higher learning or have received a high school diploma or its equivalent. The documentation must be received from a responsible adult having knowledge of the student's status.

Districts are responsible for determining the status of their "no-show" students. "No-shows" are students who completed any of grades 7 through 11 during the 1998-99 school year, but who did not begin attending the next grade in the school to which they were assigned or in which they had pre-registered or were expected to attend in the fall of 1999. It is important to verify if no-shows are dropouts or merely attending a school other than the school where they were expected. If you establish that a fall 1999 "no-show" student assigned to your school is a dropout, you are responsible for reporting that student as a dropout on the October 2000 CBEDS report.

Unless a district has year-round schools, summer school should not be counted as part of the non-attendance days.

See the "Dropout Checklist" in the CBEDS Administrative Manual 2000, for further assistance in determining if a student is a dropout.

## **Educational Calendar**

Single-track Year-Round School. Students follow an educational calendar, which has frequent and shorter vacation periods. The entire student body occupies the facility for on-track sessions, and shares similar vacation schedules during off-track periods.

Multitrack Year-Round School. Students are divided into three to five groups to increase the enrollment capacity of the facility. The three, four or five tracks rotate throughout the year, following an educational calendar, which has frequent and shorter vacation periods. One of the tracks is always on vacation.

60/20 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and three 20-day (4 week) vacation periods.

60/15 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and four 15-day (3 week) vacation periods.

90/30 – Under this plan, the school year is divided into two 90-day (18 week) instructional periods and two 30-day (6 week) vacation periods.

45/15 – Under this plan, the school year is divided into four 45-day (9 week) instructional periods separated by four 15-day (3 week) vacation periods.

Concept 6 – The school year is divided into two 80-day (16 week) instructional periods and two 40-day (8 week) vacation periods. This is a three-track calendar.

Custom Calendar – A year-round educational program not described above which has less than eight consecutive weeks of vacation scheduled during the school year.

## **Racial/Ethnic Designations**

The following racial and ethnic designations and definitions have been modified to reflect the new federal standards and more current use. The racial/ethnic designation that most closely reflects the individual's recognition in the community should be used for the purposes of this report. For student enrollment, report each student in only one designation. For each certificated staff, the district may report one or more racial/ethnic designation(s).

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian

subcontinent.

African American, not of Hispanic Origin: A non-Hispanic person having origins in any of the black racial groups of Africa.

Filipino: A person having origins in any of the original peoples of the Philippine Islands.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands (excludes the Philippine Islands).

White, not of Hispanic Origin: A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East, e.g., England, Portugal, Egypt, and Iran.

Multiple or No Response: This is not a designation that should be used for local collection of racial/ethnic data from individuals. This new designation, probably an interim measure, should be used to report aggregated data from districts that have decided to allow parents or students to identify more than one race or ethnicity or to not make any identification. This designation has been added to provide reporting flexibility to districts that may already be implementing the federal standards. There is no requirement that districts change their racial/ethnic data collection at this time.

### **Full-time Equivalent (FTE) Employee-Certificated Staff Only**

A Local Educational Agency (LEA) may be using different time periods to qualify certificated employees as full-time. However, for CBEDS reporting, a certificated staff member must work a minimum of thirty hours per week to be given full-time equivalent status. The Department expects that most districts will have between thirty and forty hours a week as a minimum requirement for full-time status. Personnel who work less than full time are to be designated by the percentage of time they work. For example, a half-time person is .50 FTE; a quarter-time person is .25 FTE, etc.

### **Gifted and Talented Education (GATE)**

Gifted and talented pupils are defined in the Education Code section 52201 as pupils enrolled in a public elementary or secondary school who are identified as possessing demonstrated or potential abilities that give evidence of high performance capability. High performance capability is defined by each school district governing board. Each district shall use one or more of the following categories in defining the capability: intellectual, creative, specific academic, leadership, high achievement, performing and visual arts talent, or any other criterion proposed by the district and approved by the State Board of Education in the district's GATE application. (Education Code Section 52202)

### **Grade 12 (Senior)**

On February 14, 1986, the State Board of Education adopted the following definition for high school senior:

A senior is anyone who has completed at least 65 percent of the units required for graduation in his or her district and is expected to graduate before the beginning of the next school year.

The district may set its required units standard higher than 65 percent if the standard is common to all high schools in the district.

The student must be expected to graduate with his or her class either in spring or over the summer. An ambitious junior who has acquired 65 percent of the district required units would not be considered a senior.

### **Interdistrict Transfers**

Interdistrict transfer students are defined as incoming students from a California school district that have voluntarily sought and subsequently received a transfer permit to attend another school district. For CBEDS

reporting, the district should report the number of interdistrict transfers that are received by the district.

### **International Baccalaureate**

The International Baccalaureate (IB) is an internationally recognized high school diploma. All IB diploma candidates are required to engage in the study of languages, sciences, mathematics, and humanities in the final two years of high school. Universities may grant college credit or appropriate placement to students who pass the IB examination.

### **Other Classified Staff**

Other classified staff includes all non-certificated staff not reported as “paraprofessionals” or “office/clerical staff,” such as managers, custodians, food service staff, bus drivers, noon duty supervisors, staff below the level of assistant and deputy superintendent, etc.

### **Paraprofessional**

Paraprofessional includes teaching assistants, teacher aides, pupil service aides, and library aides.

### **Pupil Services Employee**

A pupil services employee is defined as an employee of the district in a position requiring a standard designated services credential, health and development credential, or a librarian credential and who performs direct services to pupils (e.g., counselors, guidance and welfare personnel, librarians, psychologists, etc.). Program specialists as defined in Education Code Section 56368 are also to be reported as pupil services employees.

### **School-Based Health Center**

A school-based health center (SBHC) is dedicated to providing a comprehensive, primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. Most services are provided on site on the school campus. SBHCs also provide linkages and referrals to primary care providers.

### **School-Linked Health Center**

A school-linked health center (SLHC) is a comprehensive primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. A SLHC is located near one or more schools, but not on a school campus. SLHCs have formal agreements with one or more districts or schools regarding areas such as referral, confidentiality, and feedback.

### **Service-Learning**

Service-Learning is an instructional strategy that uses community service to achieve educational goals. The following five elements must be evident in order for an activity to be classified as Service-Learning. Service-Learning is a method:

- whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community;
- which is coordinated with an elementary school, secondary school, institutions of higher education, or community service programs, and with the community;
- which helps foster civic responsibility;
- which is integrated into and enhances the academic curriculum of the students, and

- which provides structured time for the students to reflect on the service experience.

### **Special Education Reporting**

Each special education student, (including special day class) should be reported in the grade appropriate to his or her level. This is important because some funding sources use CBEDS enrollment counts from specified grade levels and ungraded students may not be counted. If it is not possible to report a grade level for the special day class students, school districts may report them on CBEDS in either “Ungraded elementary (K–8)” or “Ungraded secondary (9–12)”. Districts should report only those students who are enrolled in kindergarten through grade 12.

### **Support Teaching Assignment**

Instruction provided by a teacher who is not the primary teacher of record for those students. In most cases, this is a teacher who provides instruction to students in multiple classrooms at a school or to multiple schools. This teacher may also provide instruction to small groups of students within a classroom or in another setting. The support teaching assignment codes are intended for elementary teaching assignments. In most cases, the middle and high school teachers should not use these codes to report their assignments.

### **Teacher**

A teacher is defined as an employee of the school district who holds a position requiring certification and whose duties require direct instruction to the pupils in the school(s) of that district. Mentor teachers are to be reported as teachers. Long-term substitutes may be reported as teachers only if the employees for whom they are substituting are not reported.

### **Teaching Credentials**

District Internship: District credential program in which interns participate in preparation that includes staff development, but may or may not include college coursework.

University Internship: University credential program in which the intern is enrolled in the university taking coursework while teaching.

Pre-intern: The pre-internship program sponsored by school districts or county offices is designed to assist and support teachers in meeting subject-matter competence for an internship program or full credential. Employers provide basic training in classroom management, lesson planning, and teaching methods.

Emergency Permit: Requested by an employer on behalf of an individual who does not qualify for a credential or internship but meets minimum certification requirements. The permit holder completes credential requirements through a college or university for renewal. For purposes of this collection, districts are not required to report an authorization for the “30-day emergency permit”.

Waiver: Requested by an employer on behalf of an individual when the employer is unable to find credentialed teachers or individuals who qualify for an emergency permit.

### **Ungraded Elementary (K-8)**

Ungraded elementary means any student in kindergarten through grade 8 in an ungraded program. These may include special education students in special day classes.

### **Ungraded Secondary (9-12)**

Ungraded secondary means any students in grades 9 through 12 (excluding adults) in an ungraded program. These may include special education students in special day classes.

**Wide Area Network**

This is a network that connects Local Area Networks (LANs) and single computer systems to other systems and other LANs outside the building. Most WANs are connected via the Internet, Bitnet, or other internetworks.

## Appendices



## Appendix A - SIF File Format

Start	End	Length	Description	Comments
1	14	14	<b>CDS - Code</b>	
1	2	2	County	Valid County Code
3	7	5	District	Valid District Code
8	14	7	School	Valid School Code
15	152	138	<b>Block 1 – Male American Indian or Alaska Native</b>	
15	78	64	<b>Enrollment</b>	
15	18	4	Kindergarten	0001-9999 or Blank
19	22	4	Grade 1	0001-9999 or Blank
23	26	4	Grade 2	0001-9999 or Blank
27	30	4	Grade 3	0001-9999 or Blank
31	34	4	Grade 4	0001-9999 or Blank
35	38	4	Grade 5	0001-9999 or Blank
39	42	4	Grade 6	0001-9999 or Blank
43	46	4	Grade 7	0001-9999 or Blank
47	50	4	Grade 8	0001-9999 or Blank
51	54	4	Ungr_elem	0001-9999 or Blank
55	58	4	Grade 9	0001-9999 or Blank
59	62	4	Grade 10	0001-9999 or Blank
63	66	4	Grade 11	0001-9999 or Blank
67	70	4	Grade 12	0001-9999 or Blank
71	74	4	Ungr_sec	0001-9999 or Blank
75	78	4	Adults	0001-9999 or Blank
79	90	12	<b>Graduates</b>	
79	82	4	Grad	0001-9999 or Blank
83	86	4	UC/CSU Grads	0001-9999 or Blank
87	90	4	Voc Ed Grads	0001-9999 or Blank
91	106	16	<b>Selected Courses</b>	
91	94	4	Interm Algebra	0001-9999 or Blank
95	98	4	Adv Math	0001-9999 or Blank

99	102	4	Chemistry	0001-9999 or Blank
103	106	4	Physics	0001-9999 or Blank
107	110	4	<b>Vocational Education</b>	0001-9999 or Blank
111	134	24	<b>Dropouts</b>	
111	114	4	Grade 7	0001-9999 or Blank
115	118	4	Grade 8	0001-9999 or Blank
119	122	4	Grade 9	0001-9999 or Blank
123	126	4	Grade 10	0001-9999 or Blank
127	130	4	Grade 11	0001-9999 or Blank
131	134	4	Grade 12	0001-9999 or Blank
135	152	18	<b>Classified Staff</b>	
135	137	3	Parapro – Full	001-999 or Blank
138	140	3	Parapro – Part	001-999 or Blank
141	143	3	Office – Full	001-999 or Blank
144	146	3	Office – Part	001-999 or Blank
147	149	3	Other – Full	001-999 or Blank
150	152	3	Other – Part	001-999 or Blank
153	290	138	<b>Block 2 – Female American Indian or Alaska Native</b> (same layout as block 1)	
291	428	138	<b>Block 3 – Male Asian</b> (same layout as block 1)	
429	566	138	<b>Block 4 - Female Asian</b> (same layout as block 1)	
567	704	138	<b>Block 5 - Male Pacific Islander</b> (same layout as block 1)	
705	842	138	<b>Block 6 – Female Pacific Islander</b> (same layout as block 1)	
843	980	138	<b>Block 7 - Male Filipino</b> (same layout as block 1)	
981	1118	138	<b>Block 8 – Female Filipino</b> (same layout as block 1)	
1119	1256	138	<b>Block 9 – Male Hispanic or Latino</b>	

			(same layout as block 1)	
1257	1394	138	<b>Block 10 – Female Hispanic or Latina</b>	
			(same layout as block 1)	
1395	1532	138	<b>Block 11 – Male African American not Hispanic</b>	
			(same layout as block 1)	
1533	1670	138	<b>Block 12 – Female African American not Hispanic</b>	
			(same layout as block 1)	
1671	1808	138	<b>Block 13 - Male White not Hispanic</b>	
			(same layout as block 1)	
1809	1946	138	<b>Block 14 – Female White not Hispanic</b>	
			(same layout as block 1)	
1947	2084	138	<b>Block 15 - Male Multiple or no Response</b>	
			(same layout as block 1)	
2085	2222	138	<b>Block 16 – Female Multiple or no Response</b>	
			(same layout as block 1)	
2223	2282	60	<b>Alternative Education</b>	
2223	2250	28	<b>Enrollment K-8</b>	
2223	2226	4	Continuation classes	0000-9999 or Blank
2227	2230	4	Community/Experience based	0000-9999 or Blank
2231	2234	4	Opportunity	0000-9999 or Blank
2235	2238	4	Magnet program	0000-9999 or Blank
2239	2242	4	Pregnant/parenting	0000-9999 or Blank
2243	2246	4	Independent Study	0000-9999 or Blank
2247	2250	4	Other	0000-9999 or Blank
2251	2278	28	<b>Enrollment 9-12</b>	
2251	2254	4	Continuation classes	0000-9999 or Blank
2255	2258	4	Community/experience based	0000-9999 or Blank
2259	2262	4	Opportunity	0000-9999 or Blank
2263	2266	4	Magnet program	0000-9999 or Blank
2267	2270	4	Pregnant	0000-9999 or Blank
2271	2274	4	Independent Study	0000-9999 or Blank
2275	2278	4	Other	0000-9999 or Blank

2279	2282	4	Grads_Independent Grads from Independent Study	0000-0000 or Blank
2283	2300	18	<b>Technology</b>	
2283	2286	4	Computer	0001-9999 or Blank
2287	2290	4	CD-Rom	0001-9999 or Blank
2291	2291	1	Unknown CD-ROM	Y=Yes, N=No
2292	2295	4	Internet	0001-9999 or Blank
2296	2299	4	WAN	0001-9999 or Blank
2300	2300	1	Unknown WAN	Y=Yes, N=No
2301	2308	8	<b>Class Size Reduction</b>	
2301	2304	4	<b>Option 1</b>	
2301	2301	1	Kindergarten	Y=Yes, N=No
2302	2302	1	Grade 1	Y=Yes, N=No
2303	2303	1	Grade 2	Y=Yes, N=No
2304	2304	1	Grade 3	Y=Yes, N=No
2305	2308	4	<b>Option 2</b>	
2305	2305	1	Kindergarten	Y=Yes, N=No
2306	2306	1	Grade 1	Y=Yes, N=No
2307	2307	1	Grade 2	Y=Yes, N=No
2308	2308	1	Grade 3	Y=Yes, N=No
2309	2318	10	<b>Educational Calendar</b>	
2309	2309	1	Traditional	Y=Yes, N=No
2310	2310	1	Singletrack	Y=Yes, N=No
2311	2311	1	Multitrack	Y=Yes, N=No
2312	2312	1	60/20	Y=Yes, N=No
2313	2313	1	60/15	Y=Yes, N=No
2314	2314	1	90/30	Y=Yes, N=No
2315	2315	1	45/15	Y=Yes, N=No
2316	2316	1	Concept 6	Y=Yes, N=No
2317	2317	1	Modified 6	Y=Yes, N=No
2318	2318	1	Custom calendar	Y=Yes, N=No

2319	2319	1	School-Based	Y=Yes, N=No
2320	2320	1	School-Linked	Y=Yes, N=No
2321	2350	30	Person's Name	Person completing form
2351	2364	14	<b>Phone Number</b>	
2351	2353	3	Area code	000-999
2354	2360	7	Phone number	0000000-9999999
2361	2364	4	Extension number	0000-9999
2365	2378	14	Blank	
2379	2387	9	<b>PAS</b>	
2379	2382	4	BATCH	
2383	2387	5	SERIAL	
2388	2398	11	BLANK	
2399	2399	1	PROCESS METHOD	S=Win '95 Software' P=Paper T=Tape Blank=Could Not Be Determined
2400	2400	1	S	Record Type "S" Capitol Letter

## Appendix B - SIF (Short Format A-F) File Layout

Note: There are 37 records for each school. Each record corresponds with the rows in SIF (sections A through G).

Field-Name	Location	Size	Description	Comments
Rec_id	1	1	SIF Short Form File	
Cds_code	2-15	14	County/District/School Number	Valid CDS Code
Sch_name	16-45	30	Name of School	School Name
Section	46	1	Section of SIF in which data were entered	SIF Section
Label	47-96	50	Descriptive Name	Description
Mi	97-100	4	Male American Indian or Alaska Native	0001-9999 or Blank
Ma	101-104	4	Male Asian	0001-9999 or Blank
Mp	105-108	4	Male Pacific Islander	0001-9999 or Blank
Mf	109-112	4	Male Filipino	0001-9999 or Blank
mh	113-116	4	Male Hispanic or Latino	0001-9999 or Blank
Mb	117-120	4	Male African American not Hispanic	0001-9999 or Blank
Mw	121-124	4	Male White – not Hispanic	0001-9999 or Blank
Mo	125-128	4	Male Multiple or No Response	0001-9999 or Blank
Fi	129-132	4	Female American Indian or Alaska Native	0001-9999 or Blank
Fa	133-136	4	Female Asian	0001-9999 or Blank
Fp	137-140	4	Female Pacific Islander	0001-9999 or Blank
Ff	141-144	4	Female Filipino	0001-9999 or Blank
Fh	145-148	4	Female Hispanic or Latino	0001-9999 or Blank
Fb	149-152	4	Female African American not Hispanic	0001-9999 or Blank
Fw	153-156	4	Female White – not Hispanic	0001-9999 or Blank
Fo	157-160	4	Female Multiple or No Response	0001-9999 or Blank
Ntotal	161-166	6	Males and Females of every ethnic group combined	000001-999,999 or Blank

## Appendix C - SIF (Short Format G-K) File Layout

Field-Name	Location	Size	Description	Comments
Rec_id	1	1	SIF Short Form File	B
Cds_code	2-15	14	County/District/School Number	Valid CDS Code
Sch_name	16-45	30	Name of school	School Name
Contk8	46-49	4	Continuation classes K-8	
Commk8	50-53	4	Community/experience based K-8	
Opprk8	54-57	4	Opportunity K-8	
Magnk8	58-61	4	Magnet program K-8	
Pregk8	62-65	4	Pregnant/parenting K-8	
Indpk8	66-69	4	Independent Study K-8	
Othrk8	70-73	4	Other Alternative Education K-8	
Cont912	74-77	4	Continuation classes 9-12	
Comm912	78-81	4	Community/experience based 9-12	
Oppr912	82-85	4	Opportunity 9-12	
Magn912	86-89	4	Magnet program 9-12	
Preg912	90-93	4	Pregnant/parenting 9-12	
Indp912	94-97	4	Independent Study 9-12	
Othr912	98-101	4	Other Alternative Education 9-12	
Indpgr	102-105	4	Graduates meeting high school requirements through Independent study	
Computer	106-109	4	Computer in school	
Cd_rom	110-113	4	Computers with CD-ROM	
Cd_unk	114	1	Computers with CD_ROM unknown	True/False
Internet	115-118	4	Classrooms with Internet	
Wan	119-122	4	Classrooms connected to WAN	
Wan_unk	123	1	Classrooms connected to WAN - unknown	True/False
Csr1_k	124	1	Class size reduction Kindergarten Option 1	True/False
Csr1_1	125	1	Class size reduction Grade 1 Option 1	True/False
Csr1_2	126	1	Class size reduction Grade 2 Option 1	True/False
Csr1_3	127	1	Class size reduction Grade 3 Option 1	True/False
Csr2_k	128	1	Class size reduction Kindergarten Option 2	True/False
Csr2_1	129	1	Class size reduction Grade 1 Option 2	True/False
Csr2_2	130	1	Class size reduction Grade 2 Option 2	True/False
Csr2_3	131	1	Class size reduction Grade 3 Option 2	True/False
Cal_trad	132	1	Traditional calendar	True/False
Cal_sing	133	1	Single-track calendar	True/False

Cal_mult	134	1	Multi-track calendar	True/False
Cal_60_20	135	1	60/20 calendar	True/False
Cal_60_15	136	1	60/15 calendar	True/False
Cal_90_30	137	1	90/30 calendar	True/False
Cal_45_15	138	1	45/15 calendar	True/False
Cal_con	139	1	Concept 6 calendar	True/False
Cal_mod	140	1	Modified Concept 6 calendar	True/False
Cal_cust	141	1	Custom calendar	True/False
Sbhc	142	1	School-based health center	True/False
Slhc	143	1	School-linked health center	True/False
Phone	144-153	10	Phone number for person completing form	
Extension	154-157	4	Extension for person completing form	
Name	158-187	30	Name of person completing form	
Title	188-227	40	Title of person completing form	